



Department of  
**Agriculture**

Forestry

## URBAN TAEP COMMUNITY TREE PLANTING PROGRAM APPLICATION

**MUST BE RECEIVED BY 4:30 PM JUNE 1, 2020**

Name of Applicant: \_\_\_\_\_

Applicant Category: **Check One**      City or Town      County      Non-Profit      School      Other Govt

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone/ Cell: \_\_\_\_\_ Phone/ Daytime: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Employer Identification Number (FEIN): \_\_\_\_\_

**Check One:**    Ownership/Control:    African American    Asian    Hispanic    Native American    Female  
☐ Person w/Disability    ☐ Small Business    ☐ Government    ☐ NOT Minority/Disadvantaged

\_\_\_\_\_  
\*Print Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
\*Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Person who will sign a contract grant if applicant is accepted.

**Application packet must include the following:**

Application Form  
Title VI Questionnaire  
Project Bid Sheet  
Soil & Site Form  
Planting Map

**Supplier Direct Deposit Authorization –**  
**Mail Original form to: Address on Form**

### Abbreviated State Budget Form

**ANY ITEMS PURCHASED OR INVOICED OUTSIDE OF THE CONTRACT DATES WILL NOT BE REIMBURSED**

Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: [https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy3.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf))

A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**The Following is applicable to expense incurred in the period: November 01, 2020 through April 30, 2021**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH (Participation)	TOTAL PROJECT
4,15	Professional Fee, Grant & Award			
5, 6, 7, 8, 9, 10	Supplies (trees, mulch, shipping & labels)			
25	<b>Grand Total</b>			

## Project Bid Sheet

GRANT APPLICANTS SHOULD USE THIS FORM AS A BID SHEET. AN ACTUAL BID FROM A TENNESSEE NURSERY MAY BE SUBSTITUTED, PROVIDE THE SAME INFORMATION IS PROVIDED.

In fifty (50) words or less state what this community tree planting project will accomplish and list general locations of planting sites. Use another page if you need more space to list this information.

Name of Tennessee Nursery that provided the bid: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: TN Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Soils and Site Form

1. What is the soil pH? \_\_\_\_\_

2. Is the soil? Check all that apply

- ☐ Sandy      ☐ Rocky      ☐ Heavy Clay      ☐ Dries very quickly  
☐ Stays Wet      ☐ Contains brick, concrete, or other construction residue

3. Rate the soil compaction on the site: Check one

- ☐ Very compacted      ☐ Somewhat compacted      ☐ No compaction

*It is assumed the soil around any new constructions is compacted.*

Describe your plan to address compaction:

4. Barriers to normal root growth: Check all that apply

- ☐ Concrete or pavement on all four sides, and less than 16 sq. ft. of soil surface  
☐ Concrete or pavement on all four sides, and more than 16 sq. ft. of soil surface  
☐ Concrete or pavement on two parallel sides less than 4 ft. apart  
☐ Concrete or pavement on two parallel sides greater than 4 ft. apart  
☐ Underlying rock within 2 ft. of the surface

Comments:

5. Are overhead lines in the area where trees are to be planted: ☐ Yes ☐ No

6. Are underground utilities in the area where trees are to be planted: ☐ Yes ☐ No

Note: Traditional soil maps do not take in account the present condition of urban soils

## Three Year Tree Maintenance Plan

Please answer the following questions for your three year maintenance plan.

1.

Year One:

Who is responsible for watering the trees?

What is the frequency the trees will be watered?

Year Two:

Who is responsible for watering the trees?

What is the frequency the trees will be watered?

Year Three:

Who is responsible for watering the trees?

What is the frequency the trees will be watered?
2.

Will trees be staked?

☐ Yes

☐ No

If trees are staked, when will the stakes be removed?
3.

Describe the steps you will take to prevent damaging trees during mowing and string trimming:
4.

Year One:

Describe how you will prune your trees after planting:

Year Two & Three:

Describe how you will prune your trees?
5.

Year One:

How will you fertilize your new trees?

Year Two & Three:

How will you fertilize your trees?
6.

Year Two & Three:

How will you re-mulch?
7.

How often will you inspect for insects or disease?

How will you inspect and treat any insect or disease problems that may occur?

Other tree maintenance comments: Please use another sheet if needed